

# Office 365 – (O365)

## Outlook Web Access (OWA)



## Tutorial # 6

# Calendar Tab – Create / Schedule Event

(Story board)

# Introduction

The following is a story board of a tutorial depicting the steps and screen selections required to compose and send a message using the Office 365 Outlook Web Access (OWA) application.

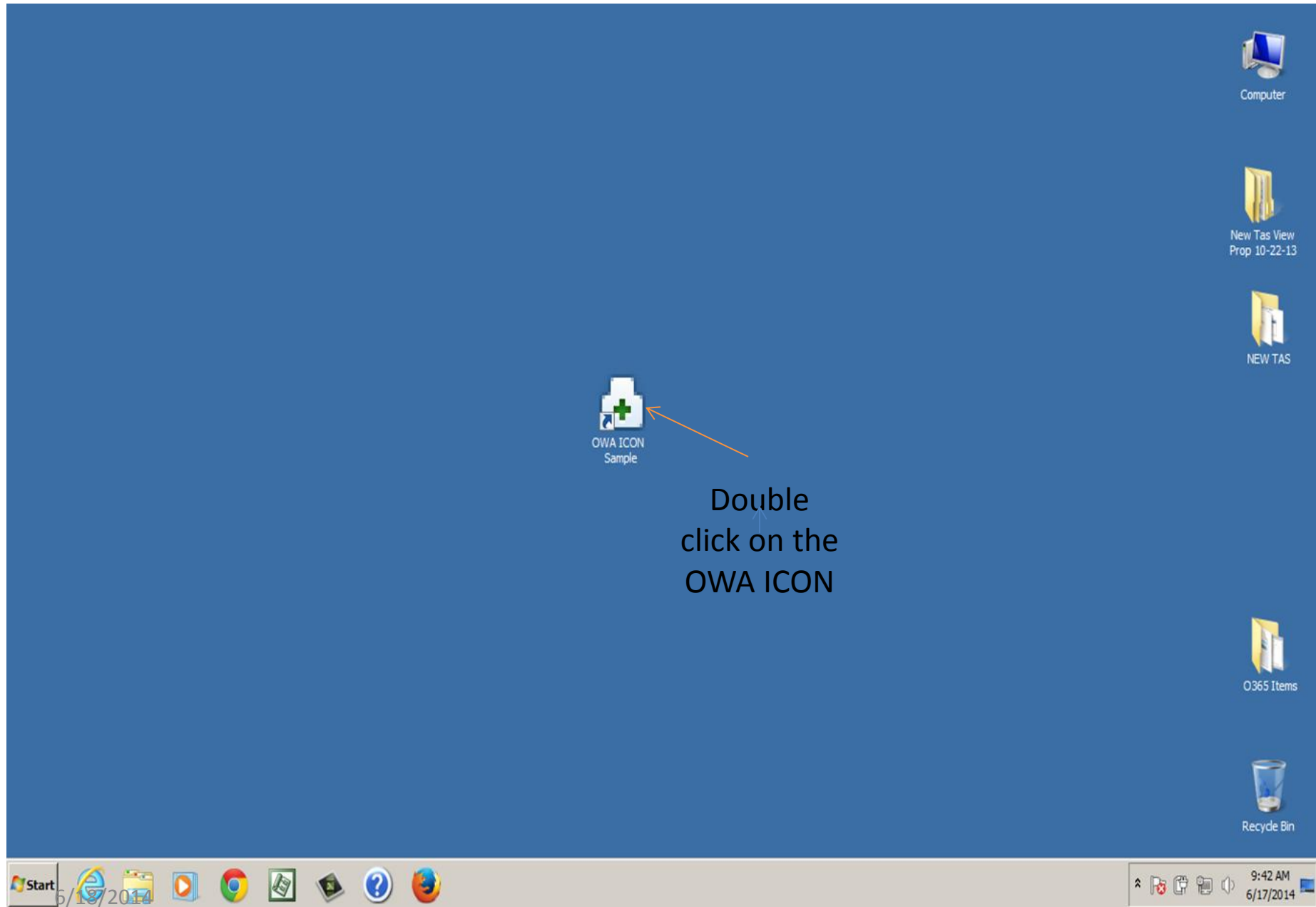
What is covered in 'Calendar Tab – Create / Schedule Event' tutorial is a step by step review of:

- Sign on
- Creating an event
- Add event attributes
- Scheduling the event
- Sign out

As the tutorials are designed to be viewed in a reasonable amount of time each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.

# Sign On

# O365 – OWA Desktop - Sign in Screen



# O365 – OWA Internet - Sign in Screen

The screenshot shows the Office 365 sign-in page in a web browser. The browser's address bar displays the URL: [https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI\\_SSL&wreply](https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply). The page features a large background image of a highway and a grid of language selection buttons on the left. The sign-in form on the right includes the Office 365 logo, a sign-in prompt, a text box for the email address (containing 'someone@example.com'), a text box for the password, a 'Keep me signed in' checkbox, and a 'Sign in' button. A link for 'Can't access your account?' is located below the 'Sign in' button. At the bottom, there is a note about organizational accounts and a copyright notice for 2014 Microsoft.

Sign in to Office 365

Microsoft Corporation [US] [https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI\\_SSL&wreply](https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply)

Apps Welcome to the Montg... SiriusXM Internet Radi... CMS Content Manager Google Google Analytics Offici... ABCNews.com - Breaki... CBS News - Breaking ... Other bookmarks

Łączyć Connecte 连接 Ligue Connect تواصل Verbinden つなぐ Yhdistä povezati להתחבר

Office 365

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

Can't access your account?

Enter County Network ID

Enter County Network Password

Select to start Sign in process

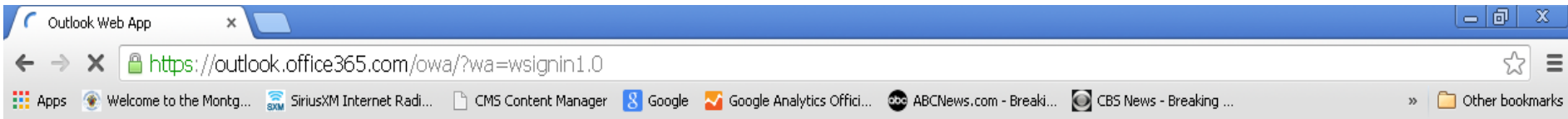
Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback

6/18/2014

Start Sign in to Office 365 - ... Presentation1 - Microsof...

Search Desktop 9:45 AM

# O365 – OWA Sign in progress screen



Outlook® Web App



When a staff person signs on they are presented the Outlook Tab.

# Sign in start screen (Default Outlook Inbox)

The screenshot displays the Outlook Web App interface. At the top, the browser address bar shows the URL <https://pod51030.outlook.com/owa/#path=/mail>. The Office 365 header bar is visible. The main content area is divided into three sections:

- Inbox List:** On the left, a list of messages is shown. The first message is highlighted in blue. It is from "Training User" with the subject "Test Message" and the body text "This is a test message with copy to training user". The time "12:28p" is shown. Above the list, the filter "all" is selected, and the sort order is "CONVERSATIONS BY DATE".
- Message Preview:** To the right of the list, a preview of the selected message is displayed. It shows the sender's profile picture and name "Training User", the date and time "Tue 3/18/2014 12:28 PM", and the location "Inbox; Sent Items". The recipient information is "To: Sample Test Contact <imlac1974@gmail.com>;" and "Cc: Training User;". The body text is "This is a test message with copy to training user".
- Reminders Panel:** On the right side, a "REMINDERS" panel is open. It shows a reminder for "Sample Event" which is "OVERDUE" and scheduled for "2:00p Wednesday, March 12, 2014 Office". There are "dismiss all" and "dismiss" buttons, and a "5 minutes" snooze option.

Annotations with arrows point to specific elements:

- "Filtered by" points to the "all" filter in the inbox list.
- "Shows list of messages" points to the list of messages in the inbox.
- "Displays preview of highlighted message" points to the message preview area.
- "Shows reminders" points to the reminders panel.

The date "6/18/2014" is visible in the bottom left corner of the interface. The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Mailbox - Frey, J...", "CNN.com - Breaking New...", "O365 Tutorial Ideas (3-1...", "Presentation1 - Microsof...", "O365 Tutorials - OWA (3...", and "Training User - Outloo...". The system clock in the bottom right corner shows "12:32 PM".

# Calendar Tab

Create / Schedule Event



# Create Event – Move to Calendar Tab

The screenshot displays the Outlook Web App interface. The top navigation bar includes tabs for Outlook, Calendar, and People. The 'Calendar' tab is highlighted with a blue arrow pointing to it. Below the navigation bar, the left sidebar shows the 'Training User' profile and a list of messages, including a 'Test Message'. The main content area displays the 'Test Message' details, including the sender 'Sample Test Contact' and the subject 'Test Message'. A 'REMINDERS' pop-up window is visible, showing a 'Sample Event' scheduled for '2:00p Wednesday, March 12, 2014' with a '5 minutes' reminder. The bottom of the screen shows the Windows taskbar with various open applications and the system clock displaying '6/18/2014' and '12:32 PM'.

The starting point for creating and scheduling events is the Calendar Tab. Staff would select that to move to the correct screen

# Create Event - Calendar Tab – High Level Overview

The screenshot displays the Outlook Web App calendar interface. The browser address bar shows the URL: <https://outlook.office365.com/owa/?wa=signin1.0#path=/calendar>. The Office 365 navigation bar includes links for Outlook, Calendar, and People. The calendar view is set to March 2014, with the current date being Tuesday, March 25, 2014. A sample event titled "2p Sample Event" is visible on Wednesday, March 26.

Annotations and callouts include:

- new event**: Points to the "+ new event" button in the top left.
- Calendar folders**: Points to the "MY CALENDARS" and "OTHER CALENDARS" sections on the left sidebar.
- Create New Event**: Points to the "+ new event" button.
- Current calendar view**: Points to the "Calendar" option in the "MY CALENDARS" list.
- Quick links to go to particular month**: Points to the month navigation links (jan, feb, mar, apr, may, jun, jul, aug, sep, oct, nov, dec) and the "go to today" link.
- Calendar view**: Points to the main calendar grid.
- Daily events window**: Points to the "day work week week month" view toggle links.

The taskbar at the bottom shows the Start button and several open applications, including "Calendar - Mailbox - Fre...", "OWA - Tutorial #4 Story...", and "Training User - Outloo...". The system clock indicates the time is 10:41 AM on 6/18/2014.

## Create Event – Launch event creation process

Staff person selects "+" to launch event create process

# Create Event – Launch event creation process

Training User - Outlook Web

https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar

Office 365

Outlook Calendar People Training User

new event

SAVE DISCARD SCHEDULING ASSISTANT APPS

Event:

Location: add room

Attendees: +

Start: Tue 3/25/2014 3:00 PM Duration: 30 minutes

Show as: Busy Reminder: 15 minutes

Calendar: Calendar

Repeat: Never

☐ Mark as private

Calibri 12

Once selected the event creation screen appears

6/18/2014

12

Start | Inbox - Mailbox - Frey, J... | CBS News - Breaking Ne... | Training User - Outloo... | O365 Tutorials - OWA (3... | OWA - Tutorial # 6 Story... | Search Desktop | 2:44 PM

# Create Event – Event Title and Body filled out

Training User - Outlook Web

https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar

Office 365

Outlook Calendar People Training User

+ new event

SAVE DISCARD SCHEDULING ASSISTANT APPS

Event: Training Event

Location: add room

Attendees: +

Start: Tue 3/25/2014 3:00 PM Duration: 30 minutes

Show as: Busy Reminder: 15 minutes

Calendar: Calendar

Repeat: Never

☐ Mark as private

Calibri 12 B I U

All,  
The following is a sample event used to demonstrate how events are created and scheduled.

6/18/2014

13

Start

Inbox - Mailbox - Frey, J...

CBS News - Breaking Ne...

Training User - Outloo...

O365 Tutorials - OWA (3...

OWA - Tutorial # 6 Story...

Search Desktop

3:00 PM

# Create Event – Add room

The screenshot shows the Outlook Web App interface for creating a new event. The browser address bar displays the URL: `https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar`. The Office 365 navigation bar includes links for Outlook, Calendar, and People. The 'new event' sidebar on the left shows a calendar for March 2014, with the 25th selected. The main event creation form includes fields for Event Name, Location, Attendees, Start time, Duration, Show as, Reminder, Calendar, Repeat, and a checkbox for 'Mark as private'. A text box at the bottom contains the text: 'All, The following is a sample event used to demonstrate how events are created and scheduled.'

Annotations highlight the 'add room' button and the resulting dropdown menu. The dropdown menu lists available rooms: 'Breakroom (Free)' and 'Conference Room (Free)'.

6/18/2014

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# Create Event – Add room – room added

Training User - Outlook Web

https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar

Office 365

Outlook Calendar People Training User

+ new event

SEND DISCARD SCHEDULING ASSISTANT APPS

Event: Training Event

Location: Conference Room change room

Attendees: Conference Room +

Start: Tue 3/25/2014 3:00 PM Duration: 30 minutes

Show as: Busy Reminder: 15 minutes

Calendar: Calendar

Repeat: Never

☐ Mark as private ☒ Request responses

Calibri 12 B I U

All,

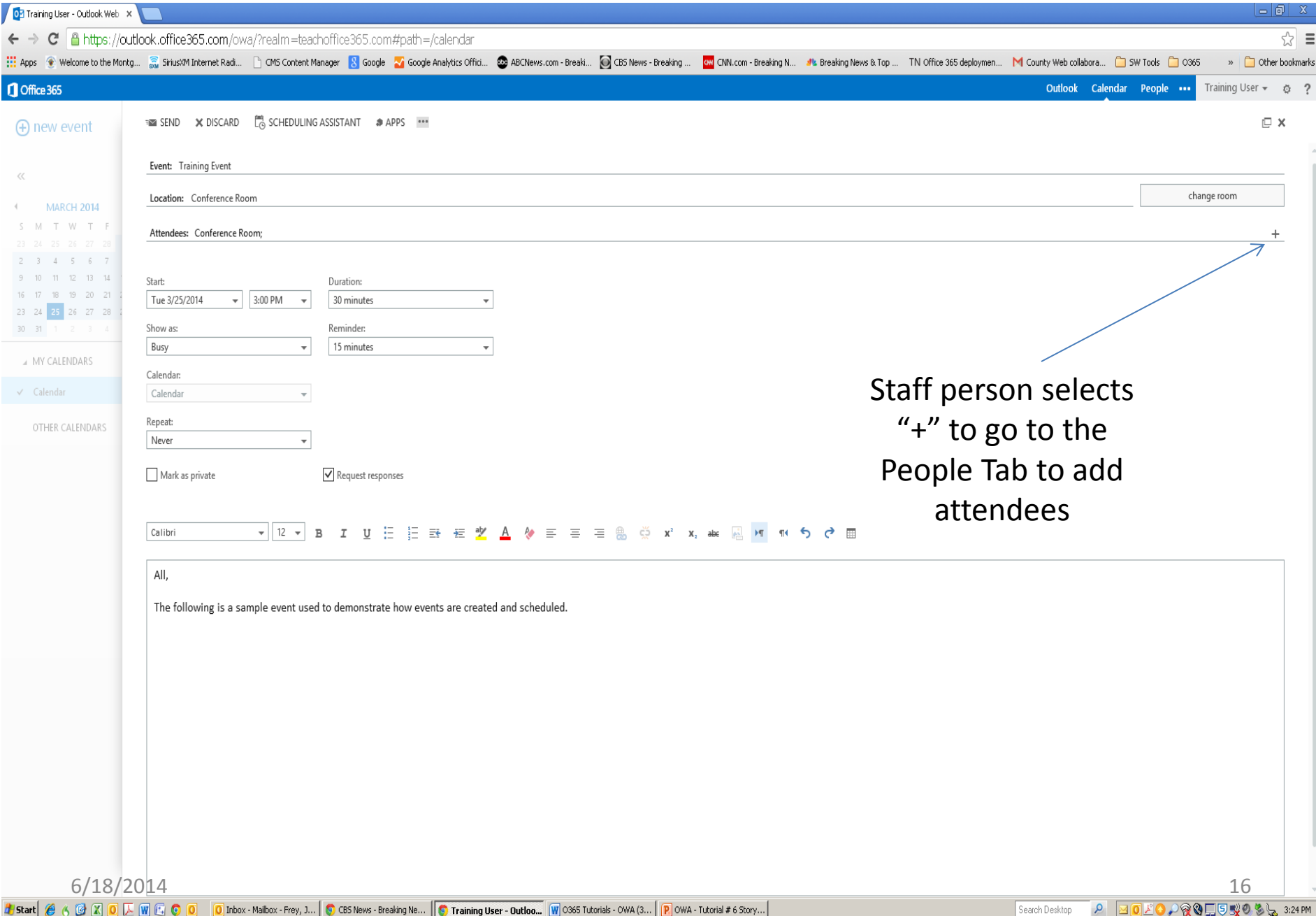
The following is a sample event used to demonstrate how events are created and scheduled.

6/18/2014

15

Start Search Desktop 3:20 PM

# Create Event – Add attendees – Select add attendees screen



The screenshot shows the Outlook 'Create Event' interface. The 'Attendees' field is set to 'Conference Room;'. A blue arrow points to a '+' icon at the end of this field, which is used to add more attendees. The interface includes a left sidebar with a calendar view for March 2014, a top navigation bar with 'Outlook', 'Calendar', and 'People' tabs, and a main content area with various event details like 'Event: Training Event', 'Location: Conference Room', 'Start: Tue 3/25/2014 3:00 PM', and 'Duration: 30 minutes'. The bottom of the screen shows a taskbar with several open applications and the system clock displaying 3:24 PM on 6/18/2014.

Staff person selects  
“+” to go to the  
People Tab to add  
attendees

6/18/2014

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# Create Event – Add attendees – Add attendees selecting

Training User - Outlook Web

https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar

Office 365

Outlook Calendar People Training User

+ new event

OK CANCEL

Required attendees:

search People

all people groups

MY CONTACTS BY LAST NAME

C	Sample Test Contact	+
f	Jon Steven Frey	+
t	Training Test User	+

contact notes

email  
imlac1974@gmail.com

business address  
101 Monroe Street

business  
240-777-1212

linked contacts  
Outlook - (Contacts)  
Recently emailed

Manage...

Staff person clicks on “+” to select attendees associated with the event.

6/18/2014

17

Start

Inbox - Mailbox - Frey, J...

CBS News - Breaking Ne...

Training User - Outloo...

O365 Tutorials - OWA (3...

OWA - Tutorial # 6 Story...

Search Desktop

3:29 PM

# Create Event – Add attendees – Attendees added go to event page

Once all attendees have been selected staff selects 'VOK' to return to the main event creation page

Once attendee has been selected their information appears in the 'required attendees' field

6/18/2014

# Create Event – Select ‘Show as’

Training User - Outlook Web

https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar

Office 365 Outlook Calendar People Training User

new event

SEND DISCARD SCHEDULING ASSISTANT APPS

Event: Training Event

Location: Conference Room change room

Attendees: Sample Test Contact, Conference Room; +

Start: Thu 3/27/2014 3:00 PM Duration: 30 minutes

Show as: Busy Reminder: 15 minutes

- Free
- Working elsewhere
- Tentative
- ☒ Busy
- Away

☐ Mark as private ☒ Request responses

Calibri 12 B I U

All,

The following is a sample event used to demonstrate how events are created and scheduled.

6/18/2014 19

Start | Search Desktop | 3:41 PM

# Create Event – Select ‘Repeat’

The screenshot shows the Outlook Web App interface for creating a new event. The browser address bar displays the URL: <https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar>. The Office 365 header bar includes navigation links for Outlook, Calendar, and People, along with the user name 'Training User'. The left sidebar shows a calendar view for March 2014 and a list of calendars under 'MY CALENDARS' and 'OTHER CALENDARS'. The main content area is titled 'new event' and contains the following fields:

- Event:** Training Event
- Location:** Conference Room (with a 'change room' button)
- Attendees:** Sample Test Contact; Conference Room; (with a '+' button)
- Start:** Thu 3/27/2014, 3:00 PM
- Duration:** 30 minutes
- Show as:** Busy
- Reminder:** 15 minutes
- Calendar:** Calendar
- Repeat:** A dropdown menu is open, showing options: Never (selected), Every day, Every Thursday, Every workday, Day 27 of every month, Every fourth Thursday, Every March 27, and Other... A checkbox for 'Request responses' is also visible.

Below the 'Repeat' dropdown, there is a text area with the text: 'ed to demonstrate how events are created and scheduled.'

Annotations with blue arrows point to the 'Repeat' dropdown and the 'Request responses' checkbox, with the text: 'Staff person selects field and choices are displayed to choose from.'

The Windows taskbar at the bottom shows the date '6/18/2014' and the time '3:43 PM'. The taskbar includes the Start button and several open applications: 'Inbox - Mailbox - Frey, J...', 'CBS News - Breaking Ne...', 'Training User - Outloo...', 'O365 Tutorials - OWA (3...', and 'OWA - Tutorial # 6 Story...'.

# Create Event – Filling out event ‘Start’ date

Training User - Outlook Web

https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar

Office 365

Outlook Calendar People Training User

new event

SEND DISCARD SCHEDULING ASSISTANT APPS

Event: Training Event

Location: Conference Room change room

Attendees: Sample Test Contact; Conference Room; +

Start: Thu 3/27/2014 3:00 PM Duration: 30 minutes

Reminder: 15 minutes

☒ Request responses

Staff person selects 'Start' field and calendar appears. They can then select from it

Calibri 12 B I U

All,

The following is a sample event used to demonstrate how events are created and scheduled.

6/18/2014

21

Start

Inbox - Mailbox - Frey, J...

CBS News - Breaking Ne...

Training User - Outloo...

O365 Tutorials - OWA (3...

OWA - Tutorial # 6 Story...

Search Desktop

3:50 PM

# Create Event – Filling out event ‘Duration’

The screenshot shows the Outlook Web App interface for creating a new event. The event is titled "Training Event" and is scheduled for Thursday, March 27, 2014, at 3:00 PM in the "Conference Room". The "Attendees" field lists "Sample Test Contact". The "Duration" dropdown menu is open, showing options: 0 minutes, 30 minutes (selected), 1 hour, 90 minutes, 2 hours, All day, and Custom. The "Show as" field is set to "Busy", the "Calendar" is "Calendar", and the "Repeat" is "Never". The "Mark as private" checkbox is unchecked, and the "Request responses" checkbox is checked. The text "Staff person selects 'Duration' field and choices menu appears. They can then select from it" is overlaid on the image with arrows pointing to the "Duration" dropdown and the "90 minutes" option. The bottom of the screen shows the date "6/18/2014" and the page number "22".

Event: Training Event

Location: Conference Room

Attendees: Sample Test Contact, Conference Room

Start: Thu 3/27/2014 3:00 PM

Duration: 90 minutes

Show as: Busy

Calendar: Calendar

Repeat: Never

☐ Mark as private ☒ Request responses

Calibri 12 B I U

All,

The following is a sample event used to demonstrate how events are created and scheduled.

6/18/2014

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Staff person selects 'Show as' field and menu appears. They can then select from it

# Create Event – Filling out ‘Reminder’

The screenshot shows the Outlook Web App interface for creating a new event. The event is titled "Training Event" and is located in the "Conference Room". The start date is "Thu 3/27/2014" at "3:00 PM" for a duration of "90 minutes". The "Reminder" dropdown menu is open, showing a list of options: "None", "0 minutes", "5 minutes", "10 minutes", "15 minutes" (selected), "30 minutes", "1 hour", "2 hours", "3 hours", "4 hours", "8 hours", "12 hours", "1 day", "2 days", "3 days", "1 week", and "2 weeks".

Staff person selects 'Reminder' field and menu of choices appears. They can then select from it

6/18/2014

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# Schedule Event - Event fully formed & ready to schedule

Training User - Outlook Web

https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event

Event: Training Event

Location: Conference Room change room

Attendees: Sample Test Contact; Conference Room; +

Start: Thu 3/27/2014 3:00 PM 90 minutes

Show as: Busy Reminder: 15 minutes

Calendar: Calendar

Repeat: Never

☐ Mark as private ☒ Request responses

Calibri 12 B I U

All,

The following is a sample event used to demonstrate how events are created and scheduled.

6/18/2014 25

# Schedule Event – Once schedule it will show up on the calendar

Training User - Outlook Web

https://outlook.office365.com/owa/?realm=teachoffice365.com#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event March 2014

day work week week month

SHARE PRINT

MY CALENDARS

Calendar

OTHER CALENDARS

Once scheduled the event shows up in the calendar

2p Sample Event

3p Training Event

6/18/2014

25

26

4:03 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	Mar 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Apr 1	2	3	4	5

# Sign off

# OWA Overview – Sign off

The screenshot displays the Outlook Web App (OWA) interface for a user named 'Training User'. The top navigation bar includes 'Outlook', 'Calendar', 'People', and a dropdown menu for 'Training User'. The 'Training User' dropdown menu is open, showing a profile picture, the name 'Training User', the email address 'training@teachoffice365.com', a 'change' link, an 'Open another mailbox...' option, and a 'Sign out' button. A blue arrow points from the text 'Staff member selects 'Sign out' to exit OWA' to the 'Sign out' button. Another blue arrow points from the text 'The 'User" tab is access from anywhere in OWA. When selected the menu of choices appears' to the 'Training User' dropdown menu. The left sidebar shows the 'Training User' section with options like 'Inbox', 'Drafts [2]', 'Sent Items', 'Deleted Items 1', 'Junk Email', 'Notes', and 'Email Holding'. The main content area displays 'There are no items to show in this view.' The bottom status bar shows the date '6/18/2014' and the taskbar with various application icons.

new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

Training User

Inbox

Drafts [2]

Sent Items

Deleted Items 1

Junk Email

Notes

Email Holding

There are no items to show in this view.

There are no items to show in this view.

Training User

training@teachoffice365.com

change

Open another mailbox...

Sign out

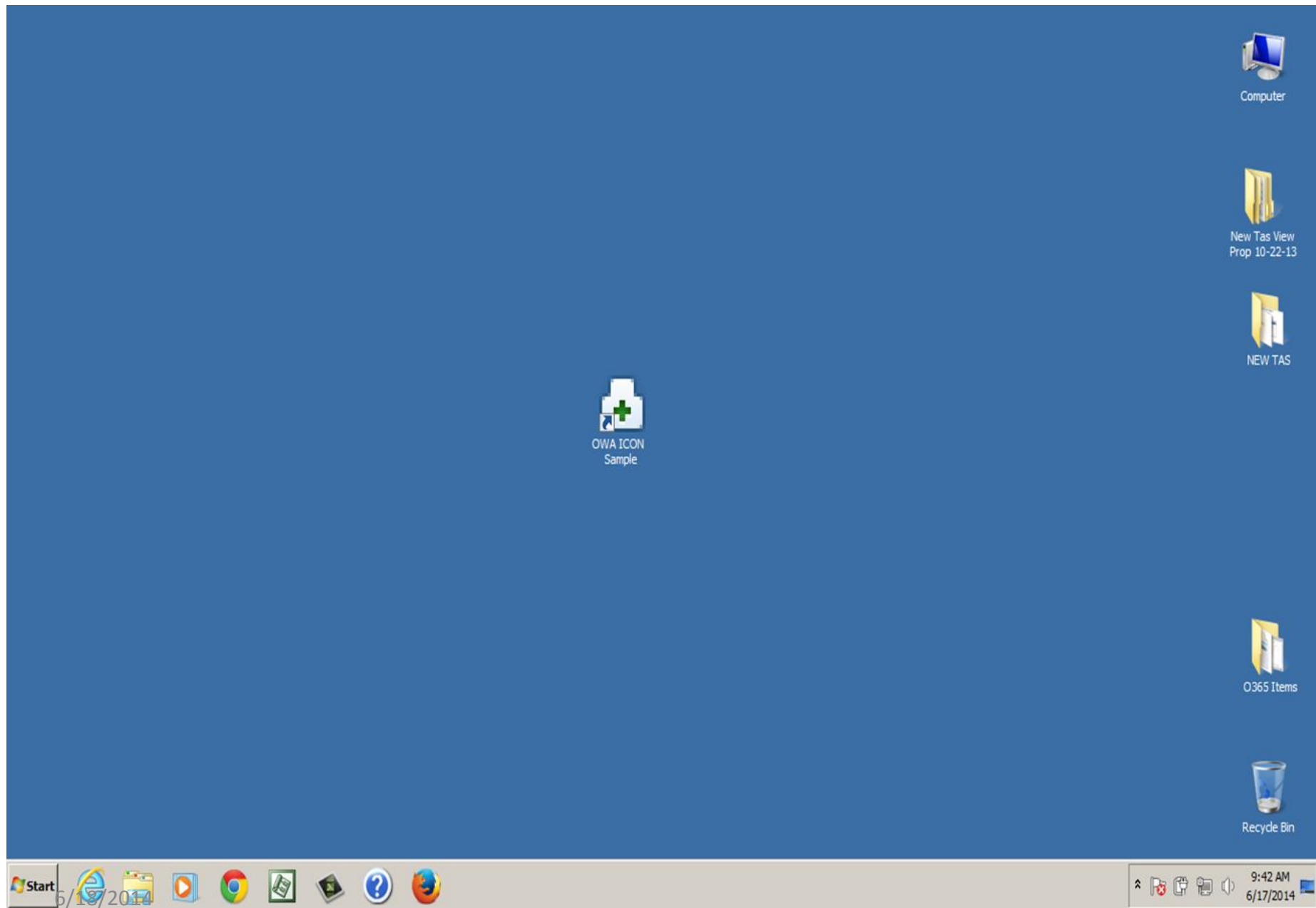
Staff member selects 'Sign out' to exit OWA

The 'User" tab is access from anywhere in OWA. When selected the menu of choices appears

6/18/2014

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# O365 – OWA Sign Off - Desktop




# O365 – OWA Sign Off - Internet

Sign in to Office 365

Microsoft Corporation [US] [https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI\\_SSL&wreply](https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply)

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6/18/2014

Start Sign in to Office 365 - ... Presentation1 - Microsof...

Search Desktop

30 9:45 AM

End of

Calendar Tab – Create / Schedule Event